



Friday 20 September 2024

## Welcome

*A very warm welcome back to the College. Firstly, I hope your young person has settled back into the College routine and is progressing well with their studies. However, if they are finding the return a little daunting, please remember, we are here to help. Students should be encouraged to talk to their Tutor or class teachers about any concerns, so that we can assist. As this is the first bulletin of the new term it contains a lot of important notices, so please read through it thoroughly.*

*Nick Clark, Principal*

## College Portal

The [College Portal](#) includes all of the information you need to know to support your young person whilst at Reigate College. This includes a number of Quick Links to provide general information on a number of key areas including Calendar, Extra-curricular, Student Support, Careers.

[Personal Information and Payments \(PIP\)](#) is where you can login to find their timetable, registers marks (Attendance), comments made by their teachers (Interviews), Interim Reports, as well as later in the academic year their exam timetable. If you have forgotten your password, please use the RESET PASSWORD option on the login page.

## Attendance

The Portal is also the place you can **notify us of a student absence** (Student Data – Absence Notification). The relevant fields must be completed by the parent/guardian before 8.45am on each day of absence. Please ensure the instructions outlined on the Portal are followed for the record to save. Letters, appointment cards or anything else relating to absence must be handed directly to Reception and absences not covered by the above must be notified to [attendance@reigate.ac.uk](mailto:attendance@reigate.ac.uk). If a student has an unauthorised absence mark this will appear on the portal and their parent/guardian will receive an email at 6pm that evening, detailing the absence. Please follow the steps in the email if the absence should be authorised. If a student is running **late** due to a transport issue

beyond their control, please call the College on 01737 221118. Lateness due to this reason will only be authorised for the first lesson of the day (9am-11am). We advise students to plan to arrive earlier and they can work in the Independent Learning Centre (ILC) if they arrive before their lesson begins.

## My Personal Development Dashboard

The *My Personal Development Dashboard*, also available on the Portal, allows students and parents to track extracurricular activities. This tool supports students in applications for jobs, apprenticeships, or university and helps the College write references. We encourage all students to complete the six Dashboard sections to fully benefit from the opportunities offered.

- **Careers:** Tracks completion of required work experience, participation in career talks, visits, and meetings with the College's careers advisers.
- **Clubs and Activities:** Records involvement in lunchtime and after-school activities, such as the Duke of Edinburgh's Award and sports teams. Students are expected to commit to at least one club or activity.
- **Pathways:** Logs participation in specialised Career Pathways and additional skill development courses like Carbon Literacy and Digital Skills.
- **Community:** Documents all volunteering contributions to the College and wider community, including charity events.
- **Tutorial Content:** Summarises key topics covered during Tutor times, serving as a reminder of the important issues discussed throughout the year.
- **Subject:** Captures activities related to students' courses that go beyond the standard curriculum, such as trips, guest speakers, and academic competitions.

## Lanyards

For security reasons, students must wear their lanyard, clearly displaying their Student ID card at all times whilst on the College campus. If a student forgets their ID/lanyard they must report to Reception upon arrival to obtain a temporary one for the day. This must be returned before they leave the College site.

Parents will receive a notification if this happens, and we would appreciate it if you could reiterate the importance of ensuring they have it each day. If a student forgets their ID/lanyard three times in a term, they will be sent home in accordance with the Student Code of Conduct.

## Pastoral support

There are support systems in place to assist students with their well-being in order for them to reach their maximum potential. The tutor is the first point of contact. In addition, a member of the pastoral team is also assigned to each student. Students can also pop into the Support Hub (P103), which is located upstairs in the

Priory Building, at any time of the day. A Relate Counsellor is available to students for both in College and at the local office in Reigate. If students wish to make an appointment, they can do so by emailing [relate@reigate.ac.uk](mailto:relate@reigate.ac.uk). For further information [Student Support - Reigate College](#).

## Careers

### UCAS

Students have been sent details regarding the support offered by Careers with regard to their UCAS applications. Here are some links which you may find useful:

[Reigate College Student Guide to UCAS 2024-5](#)

[UCAS Presentation 2024](#)

### Apprenticeship and Employment Event

Upper Sixth students are invited to book the remaining places for this year's Apprenticeship and Employment Pathway Launch on Wednesday 25 September 2024. One parent/guardian per student is welcome, though they must have their own ticket.

~~Book now for Session 1 5.30-6.45pm~~ SOLD OUT

[Book now for Session 2 6.30-7.45pm](#)

[Book now for Session 3 7.30-8.45pm](#)

## College Policies and Parent Handbook

All College Policies including the Handbook for Parents and Guardians are available on the [Portal](#).

## Diary dates

What	When	Details
Open Evening 1	Tuesday 1 October	College finishes at 3.45pm
Open Evening 2	Thursday 3 October	College finishes at 3.45pm
Structured Learning Day 1	Friday 4 October	Students study independently at home
Open Evening 3	Monday 7 October	College finishes at 3.45pm
Half Term	Monday 28 Oct – Friday 1 November	
GCSE Maths and English Resit Exams	Tuesday 5 – Monday 11 November	Individual Exam timetables can be viewed on the student portal
Supporting Young People's Wellbeing and Mental Health	Tuesday 19 November	Webinar for all parents
Community Day – online safety	Tuesday 10 December	
Parent Review Day 1	Monday 16 December	Staff available for consultation. Details to follow

Parent Review Day 2	Tuesday 17 December	Staff available for consultation. Details to follow
Last day of Term for students	Wednesday 18 December	
Staff INSET Day	Wednesday 18 December	
Structured Learning Day 2	Thursday 19 December	
Last day of term for staff	Friday 20 December	